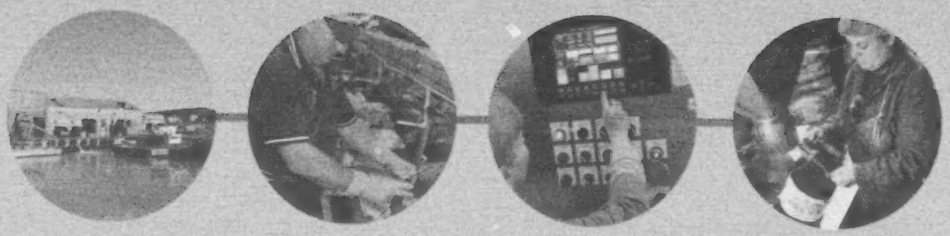
Newfoundland Labrador

Fisheries and Aquaculture



Fish Processing Licensing Board Activity Plan for 2014-2016

Letter from the Chairperson

In compliance with the Government of Newfoundland and Labrador's commitment to transparency and accountability, and on behalf of the Fish Processing Licensing Board, I am pleased to present the Fish Processing Licensing Board Activity Plan for 2014-2016.

The Activity Plan spans a three-year period, and has been developed in consideration of the Department of Fisheries and Aquaculture's Strategic Direction and covers the planning requirements laid out under the *Transparency and Accountability Act*. The work of the Board supports Government's strategic direction to strengthen the roles of the fishing and aquaculture industries as key pillars of economic growth within the province; in particular, the fisheries sector viability component of this direction, as noted in Appendix A.

As Chairperson of the Fish Processing Licensing Board, my signature below is indicative of the Board's accountability for the preparation of the Activity Plan and the achievement of the objectives herein.

Ted Lewis
Chairperson
Fish Processing Licensing Board

Table of Contents

1.0 Overview....1

1.1 Composition of the Board....1

1.2 Secretariat to the Board....4

2.0 Mandate....5

3.0 Values....5

4.0 Vision....5

5.0 Primary Clients....6

6.0 Lines of Business....6

7.0 Financial Information....6

8.0 Mission....7

9.0 Objective....7

Appendix A - Strategic Direction of the Department of Fisheries and Aquaculture
Appendix B - Powers and Duties of the Board
Appendix C - Values and Guiding Principles

1.0 Overview

The Fish Processing Licensing Board (Board) is responsible for reviewing and assessing all fish processing licence proposals or requests made to the Provincial Government, in accordance with the Fish Processing Licensing Policy Manual and the *Fish Processing Licensing Board Act* (the Act). Board meetings are held to review applications or to respond to a request from any person seeking information related to an application.

The Board makes recommendations to the Minister of Fisheries and Aquaculture (the Minister), and the Minister makes the final decision on all licensing matters. The Board's recommendations to the Minister on all fish processing licence proposals or requests are made public, as are the final decisions of the Minister. To ensure equity and impartiality, all Board members are appointed by the Lieutenant-Governor in Council.

Cod fillets on the processing line.

In 2013, there were 90 processing facilities operating in the province, consisting of 75 primary processing, 10 in-province retail, 3 aquaculture, and 2 secondary processing.

1.1 Composition of the Board

The composition of the Board is specified in Section 5 of the *Fish Processing Licensing Board Act* as follows:

(1) The Board shall consist of five members to be appointed by the Lieutenant-Governor in Council, who shall serve at pleasure.

(2) The membership of the Board shall include:
(a) One member who shall be designated by the Lieutenant-Governor in Council as the Chairperson of the Board; and
(b) One member who shall be elected Vice Chairperson of the Board by an internal vote of the Board.

As of December 31, 2013, the Board was comprised of Ted Lewis (Chairperson), Clarence Brown (Vice Chairperson), Samuel Winsor, Violet Parsons, and Clayton Welsh.

Ted Lewis (Chairperson)

Mr. Ted Lewis has his roots in the small Northern Peninsula community of Conche. Mr. Lewis built his career around a solid foundation of education, employment, self-employment, volunteer and family experience that provides him with a broad perspective on life, community, and business. His working career has led him to maintain positions with Fisheries and Oceans Canada, Environment Canada, the former provincial Department of Forestry and Agriculture, and Northchip Limited. In the mid-1990s, he started his own business, which he is still actively involved in. As a volunteer, Mr. Lewis served as President of the Newfoundland and Labrador Lumber Producers Association, President of the Northern Peninsula Business Network, Chair of the Northern Peninsula Forestry Association, and a member of both the regional council and provincial council of the Rural Secretariat. He is a volunteer on various other local and provincial committees and organizations. Mr. Lewis is married to Linda and they have two daughters.

Ted was first appointed to the Fish Processing Licensing Board in 2009, and was reappointed in 2013 for another four-year term. He has served as Chairperson since 2009.

Clarence Brown (Vice Chairperson)

After nearly 15 years as a classroom science teacher, Mr. Clarence Brown joined the former Baie Verte/Central/Connaigre School Board, where he served as a program specialist until he retired. During his career in education, Clarence also served as President of the Newfoundland and Labrador Teachers' Association (NLTA) Science and Mathematics Council, Chairperson of the Central Newfoundland Science Fairs Council, and President of his local NLTA Branch. Upon retirement, Clarence spent seven years as a member of school boards in central Newfoundland and Labrador, the most recent being the Nova Central School Board. In line with his lifelong ambition to serve the people of the province, Clarence continues to volunteer on various committees. He currently resides in Baie Verte.

Clarence was appointed to the Fish Processing Licensing Board in 2012 for a four-year term and is the Vice Chairperson.

Samuel Winsor

Mr. Samuel Winsor, who was born and raised in Wesleyville, completed his Education Degree at Memorial University and returned to the region to teach in Musgrave Harbour and Carmanville. Samuel has been involved in various boards and committees, including serving as the Chairperson of the Fisheries Appeal Board for the Northern Cod Adjustment and Rehabilitation Program. From 1989 to 1993, Mr. Winsor served as a Member of the House of Assembly for the Fogo Island District. Following his term in office, he returned to his teaching career. Samuel served as the Mayor of Carmanville from 2009 to 2013 and currently sits as a councillor in the same community.

Samuel was appointed to the Board in 2013 for a four-year term.

Violet Parsons

Ms. Violet Parsons, a long-time resident of Bloomfield, was active in the family business and also served as the administrator of the Greenwood Personal Care Home for seven years. Motivated by her passion to help others, Violet has for many years been an active volunteer with a variety of organizations, including the Lion's Club, the Port Blandford-Winterbrook Development Association, and the Joint Search and Rescue Committee. Violet has spent 32 years as a school trustee, 14 years as the Chairperson of Vista School District, 4 years as the Chairperson of Newfoundland and Labrador School Boards Association, and 3 years as Director at the Canadian School Boards Association.

Violet was appointed to the Fish Processing Licensing Board in 2012 for a four-year term.

Processing cod fillets.

Clayton Welsh

Mr. Clayton Welsh, retired after a lengthy career, serves as the Deputy Mayor of the Town of Grand Bank. During Clayton's professional career, he served as a board member and an executive board member of the Grand Bank Development Corporation. He was also a member and Chairperson of the Grand Bank Recreation Commission. In addition to his many other activities, Clayton is a member of several volunteer organizations, including the Schooner Regional Development Corporation and his local church's Board of Management. He has also served on both the Newfoundland and Labrador and Canadian Soccer Associations' Board of Directors and, in November 2013, was inducted into the Newfoundland and Labrador Soccer Hall of Fame as a Player/Builder. Clayton currently resides in Grand Bank.

Clayton was appointed to the Fish Processing Licensing Board in 2012 for a four-year term.

1.2 Secretariat to the Board

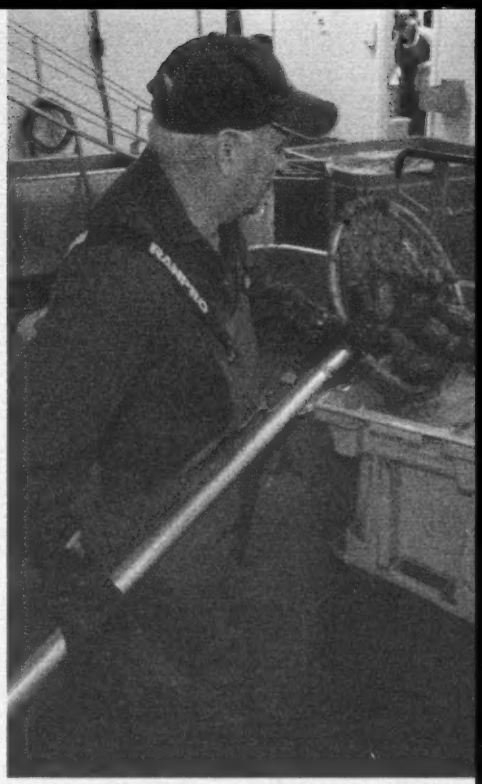
The Department of Fisheries and Aquaculture's Licensing and Quality Assurance Division serves as the Secretariat to the Board. The duties and responsibilities of the Secretariat include, but are not limited to, all administrative functions, the review of all applications, and the provision of background and other relevant information to the Board for use in its deliberations. All proposals and requests submitted to the Board are also copied to the Minister. The department's Fish Processing Licensing Policy Manual guides the Board in making recommendations.

The Director of the Licensing and Quality Assurance Division acts as Recording Secretary for the Board. The Recording Secretary is responsible for preparing and distributing the minutes of all meetings, as well as compiling a record of the Board's recommendations. The record of recommendations is signed by the Chairperson or Vice Chairperson of the Board, and then submitted to the Minister for review and rendering of a final decision on the licensing application.

The Fish Processing Licensing Board can be contacted at the following address:

Fish Processing Licensing Board Secretariat
c/o Director of Licensing and Quality Assurance
Department of Fisheries and Aquaculture
Government of Newfoundland and Labrador
30 Strawberry Marsh Road
P.O. Box 8700
St. John's, NL A1B 4J6

2.0 Mandate



Transferring Sea Cucumber.

The mandate of the Fish Processing Licensing Board is to make public recommendations on all fish processing licence proposals or requests made to the Provincial Government. Only the routine renewal of fish processing licences is exempt from this process. In keeping with its mandate, the Board's main objectives are to assess and make recommendations to the Minister of Fisheries and Aquaculture regarding:

- Licensing applications, including applications for new licences, change of operator, and the consolidation and transfer of fish processing licences;
- Applications for the addition of new species to existing fish processing licences and, where appropriate, recommendations regarding licences on a regional basis;
- Corporate concentration, merger, and acquisition issues in the context of fish processing licensing matters; and
- Appeals to reinstate licences cancelled as a result of not meeting the activity requirements as outlined in the Fish Processing Licensing Policy Manual.

The Board is also subject to other objectives which the Minister may determine. For other related powers and duties of the Board, refer to Appendix B.

3.0 Values

The Fish Processing Licensing Board practices the relevant values and guiding principles of the Department of Fisheries and Aquaculture as outlined in Appendix C.

4.0 Vision

In its assessment of processing applications, the Board supports the department's vision.

The vision of the Department of Fisheries and Aquaculture is sustainable fishing and aquaculture industries that achieve their optimum economic contribution to the Province of Newfoundland and Labrador.

The Board supports the achievement of this vision by providing an equitable and impartial assessment of processing applications submitted to the department.

5.0 Primary Clients

In delivering its mandate, the Board identifies individuals or groups whose needs have an influence on the Board's business. The Board identifies the following as primary clients:

- The Minister of Fisheries and Aquaculture;
- Fish processors;
- Fish buyers; and
- The people of Newfoundland and Labrador.

6.0 Lines of Business

The Fish Processing Licensing Board reviews all requests for new fish processing licences, transfers of licences, change of operator, and the addition of species to existing licences. The Department of Fisheries and Aquaculture provides licensing policies and procedures to the Board to guide this process. The Board makes recommendations to the Minister and the Minister makes the final decision on all licensing matters.

For additional information regarding the licensing policies and procedures, please visit the Department of Fisheries and Aquaculture website: http://www.fishaq.gov.nl.ca

See also the following link to the Fish Processing Licensing Policy Manual:
http://www.fishaq.gov.nl.ca/licensing/Licensing_Policy_Manual_2010.pdf

7.0 Financial Information

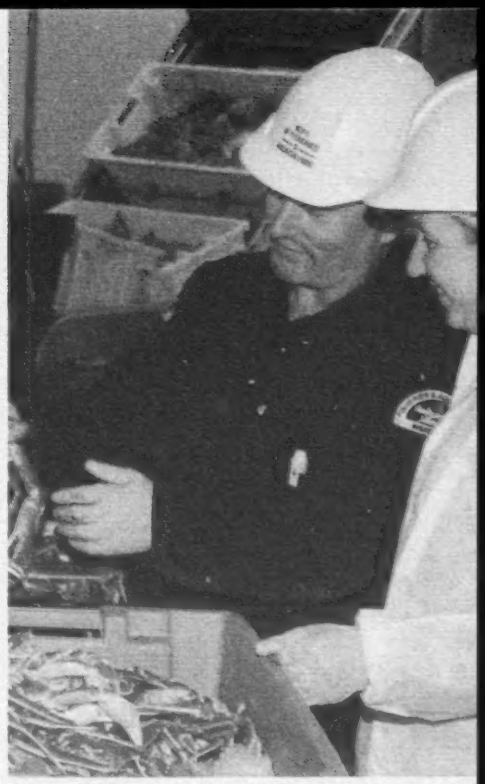
The Fish Processing Licensing Board is funded annually by the Department of Fisheries and Aquaculture. This funding is used to cover travel costs, remuneration of Board members (according to Treasury Board guidelines), as well as any other miscellaneous costs associated with meetings. Costs related to the Board are normally offset through revenues associated with application fees.

8.0 Mission

The Fish Processing Licensing Board has adopted the mission of the Department of Fisheries and Aquaculture:

By March 31, 2017, the Department of Fisheries and Aquaculture will have supported both the strengthening of the fishing industry and the expansion of the aquaculture industry to create sustainable and economic opportunities for the province.

The Fish Processing Licensing Board has contributed to the achievement of this mission through its provision of objective recommendations to the Minister regarding licence applications.



DFA fish inspector examing crab.

9.0 Objective

Given the mandate of the Fish Processing Licensing Board, the Board's primary focus is to provide the Minister with objective recommendations on processing licensing applications.

ISSUE:	Fish Processing Licences
OBJECTIVE:	By December 31, 2014, the Fish Processing Licensing Board will have made recommendations to the Minister of Fisheries and Aquaculture on matters pertaining to fish processing licences.
MEASURE:	Recommendations made to the Minister of Fisheries and Aquaculture on matters pertaining to fish processing licences.
INDICATORS:	Assessed applications and made recommendations, as required for: • New licences; • Change of Operator on an existing licence; • Addition of new species on an existing licence; • Transfers; and • Appeals.

Appendix A:

Strategic Direction of the Department of Fisheries and Aquaculture

Strategic Direction of the Department of Fisheries and Aquaculture for the Planning Period

The Fishing and Aquaculture Industries as Key Pillars of Economic Growth

Strategic Direction: Strengthen the Roles of the Fishing and Aquaculture Industries as Key Pillars of Economic Growth Within the Province.

Focus Areas of Strategic Direction	Addressed in the Board's Activity Plan	Not Applicable
1. Fisheries Sector Viability	X	
2. Market Development and Expansion		X
3. Capitalizing on New Opportunities		X
4. Sustainable Development and Management		X

Appendix B: Powers and Duties of the Board

Fish Processing Licensing Board Act

Powers and Duties of the Board

9. **(1) The Board shall**

a) consider an application for a fish processing licence which has been properly made to it, including an application for a new licence, a consolidated licence or a transfer of licence;

b) consider an application made to it under this *Act* which it is authorized to consider; consider a matter referred to it by the Minister, where that matter is of one of general application which does not refer specifically to a particular fish processing licence;

c) consider an application related to corporate concentration, merger and acquisition issues in the context of fish processing licensing matters; and

d) after considering a matter referred to in paragraphs (a) to (c), make a recommendation, including its reasons for that recommendation, to the Minister with respect to a course of action on that matter.

(2) The Board may

a) request that the Minister provide professional or technical assistance or advice required by it to make its recommendations to the Minister; and

b) generally, do those other things that are necessary to fulfil its mandate and make the required recommendations to the Minister regarding an application under this *Act*.

Appendix C:
Values and Guiding Principles

Values and Guiding Principles

Collaboration and Teamwork

In delivering the department's programs and services, each individual does so through consultation, partnership, and teamwork with clients, industry stakeholders, and co-workers.

Communication

Each individual shares information, while respecting confidentiality requirements, with co-workers and industry stakeholders and on a timely basis.

Service to the Public

Each individual demonstrates respect for the public they serve through the following actions: timely and courteous responses to public enquiries; efficient and cost-effective delivery of programs and services; and identification of cost-saving measures wherever possible.

Respect

Each individual treats clients and co-workers in a courteous and considerate manner. They listen to and consider differing views and opinions and operate within the principles of a respectful workplace. Respect is demonstrated through the efficient and timely response to requests and questions.

Confidentiality

Each individual ensures information provided to the department on a confidential basis is respected and protected from disclosure.

Recognition

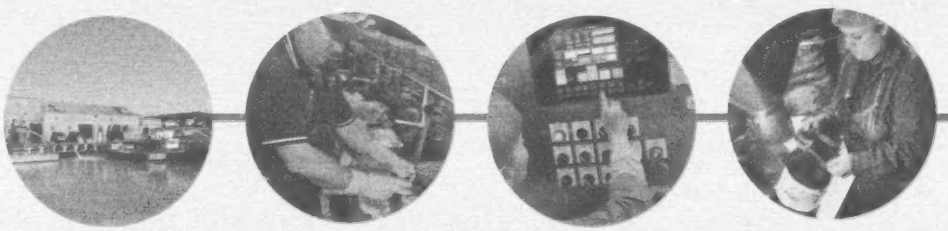
Each individual recognizes, appreciates, and celebrates co-worker accomplishments which contribute to the department's goals and objectives.

Sustainable Development

Each individual works toward the sustainable development of the province's renewable fisheries and aquaculture resources.

Newfoundland
Labrador

Fisheries and Aquaculture



www.fishaq.gov.nl.ca